THE PRINCE OF WALES MUSEUM ACT, 1909 (BOM. III OF 1909).

G. N., G. D., No. 1386, dated 6th March 1911 (B. G., Pt. I, p. 388). s. 5.

Amended by G. N., G. D., No. 5446-A, dated 9th September 1911.
Amended by G. N., G. D., No. 10789, dated 19th October 1920.
Amended by G. N., G. D., No. 1637, dated 30th January 1922.
Amended by G. N., G. D., No. 1637, dated 25th May 1922.
Amended by G. N., G. D., No. 1334-D, dated 16th July 1923.
Amended by G. N., G. D., No. 1637, dated 26th August 1932.
Amended by G. N., G. D., No. 1637, dated 15th November 1932.
Amended by G. N., G. D., No. 1637, dated 29th February 1936.
Amended by G. N., G. D., No. 1637, dated 9th September 1936.
Amended by G. N., G. D., No. 4291, dated 6th March 1937.
Amended by G. N., G. D., No. 2106/33, dated 29th December 1937.
Amended by G. N., G. D., No. 1637, dated 29th July 1941.
Amended by G. N., G. D., No. 1637, dated 18th December 1941.
Amended by G. N., G. D., No. 1637, dated 17th February 1942.
Amended by G. N., G. D., No. 1637, dated 20th March 1942.
Amended by G. N., E. D., No. 8029, dated 11th January 1950.

In exercise of the powers conferred by section 5 of the Prince of Wales Museum Act, 1909 (III of 1909), the Governor in Council is pleased to make the following rules :—

PRINCE OF WALES MUSEUM OF WESTERN INDIA.

Rules for the purposes of section 5 of Act III of 1909.

1. The following provisions shall be observed with respect to the Meetings of the Board, namely :—

Board's Meetings.

(*a*) The Board shall meet together at least once in every 6 months.

(*b*) At the first Meeting in each official year the Board shall appoint a Chairman from among their number.

(*c*) The Chairman may, when he thinks fit, and shall, upon the written request of at least two Trustees, call a Special Meeting.

(*d*) The Meeting shall be convened by the Secretary, who shall send to each member, not later than the day previous to a Meeting, the list of business, and no business not entered on such list shall be transacted without the consent of the Meeting. In the case of members not residing in Bombay notice of the business should reach them in time to permit of their attending the Meeting.

(*e*) No business shall be transacted at any meeting unless at least four Trustees are present from the beginning to the end of such meeting : provided that if in consequence of the operation of this sub-rule a meeting is adjourned, the quorum required by the said sub-rule shall not be necessary for the transaction of business at such adjourned meeting. But no business shall be brought before such adjourned meeting other than that which was in the agenda of the meeting which was postponed for want of a quorum.

(*f*) Every Meeting shall, if the Chairman is present, be presided over by him ; if he be absent, by any one of the Trustees present who may be chosen by the Meeting.

(*g*) The minutes of the previous Meeting shall be previously circulated and be taken as read, unless the majority of the members present request that such minutes be read.

(*h*) If any member present draws the attention of the Chairman to any portion of the minutes of the previous Meeting as being erroneously entered in the Minute Book, such amendment as to the Chairman may seem proper shall be made before the minutes are signed.

(*i*) The business before a Meeting of the Board shall, ordinarily be discussed informally. But if in the interests of order it appears desirable to discuss any particular question in a formal manner, the Chairman may, with the consent of the Meeting, direct that the discussion of this question be formal. In such case a motion or amendment must be duly proposed and seconded, after which alone it will be before the Meeting for discussion. A Trustee, having spoken to a motion or amendment, is not at liberty to speak again to such motion or amendment : provided that the movers of the amendment and the original motion shall have a right of reply in the order named, immediately after which the motion or amendment shall be put to the vote in the manner prescribed in clause (*k*).

(*j*) All remarks must be addressed to the Chairman.

(*k*) When a motion has been put to the meeting, any mamber may propose an amendment. An amendment to an amendment may be proposed. Amendments, whether to a motion or to an amendment, shall be put to the vote either in the reverse order in which they have been moved or in the order in which they affect the motion, whichever method may be adopted by the Chairman at his discretion.

In the event of an amendment being carried, all other amendments, together with the original motion, shall fall to the ground and the amendment so carried shall then be submitted to the meeting as a substantive motion ; amendments to the motion so submitted may be proposed and dealt with as above. This procedure shall be continued until an amendment which has been carried as such is put to the vote and carried as a substantive motion.

(*l*) The consideration of any particular item in the list of business of which three days' notice has not been given shall, at the request of any two members of the Board made before discussion thereon begins, either orally or, if absent, by letter, be postponed until the next Meeting.

(*m*) Written speeches shall not be read.

(*n*) Every motion and amendment shall be submitted in writing to the Chairman. The Chairman shall have power to divide into two or more distinct propositions any motion or amendment which, in his opinion, is so complicated as to be likely to lead to confusion or inconvenience be being voted upon as one proposition.

(*o*) All questions shall be decided by a majority of votes of the Trustees present, the President having a second or casting vote in all cases of equality of votes.

(*p*) If a poll be demanded, the names of the Trustees voting and the nature of their votes shall be recorded by the President.

(*q*) The Chairman shall decide summarily all points of order or procedure.

(*r*) If at any time it appears to any Trustee that the language used by a member is improper, he may move that the member should no longer be heard. On such a motion being seconded, it shall be put to the Meeting by the Chairman without discussion, and if two-thirds of the members present vote in favour of it, such member shall not be allowed to address the Meeting any further on the subject.

(*s*) Minutes shall be kept of the names of the Trustees present and of the proceedings of each Meeting in a book to be provided for this purpose, which shall be signed at the next ensuing Meeting by the President of such Meeting and shall be opened to inspection by any Trustee during office hours.

2. The Trustees may, from time to time, appoint Committees, to consist of any member or members of their body, for carrying out the purposes of the Act, and may delegate any of their powers, either with or without restriction or limitation, to such Committees and may revoke any such appointment or extend, vary, modify or annul any delegation made or any restriction or limitation imposed.

Committees.

3. The Trustees may, from time to time, make such regulations and give such directions as to the Trustees may seem expedient regarding—

(*a*) the exercise by any Committees appointed by the Trustees in pursuance of these rules of the powers delegated to such Committees ;

(*b*) the conduct of business entrusted to any such Committees ;

(*c*) the appointment by such Committees of any Sub-committees, to consist of any member or memebers of their own body, for the purpose of conducting or facilitating the conduct of the business entrusted to such Committees ;

(*d*) the employment by such Committees of professional or other expert persons to advise or assist such Committees upon any question arising in connection with the exercise of the powers delegated to such Committees and the terms and condition of such employment ;

(*e*) the holding of Meetings by any Committees appointed by the Trustees in pursuance of these rules ;

(*f*) the procedure to be observed in the convening and holding of Meetings of any Committees so appointed ;

(*g*) the conduct of business at such meetings ;

(*h*) the management, investment or expenditure of funds, and the keeping and rendering of accounts by any Committees appointed by the Trustees in pursuance of these rules ;

(*i*) the making of reports by any Committees so appointed ; and

(*j*) all matters in respect of which any power shall be delegated to or vested in any such Committees.

4. All Committees appointed by the Trustees in pursuance of these rules shall, in the exercise of the powers delegated and in the conduct of matters entrusted to them and in their proceedings, conform to the regulations made and directions given by the Trustees in the manner aforesaid.

5. No delegation made to any Committee in pursuance of these rules shall operate to prevent the Trustees from acting in the exercise of any power so delegated.

6. The Trustees shall keep accounts of all moneys received and expended by them, and shall cause such accounts to be audited annually by the Accountant-General, Bombay, and an abstract of such accounts, together with the Auditor's certificate thereon, shall be pnblished for general information.

Accounts.

7. (1) *Investment of surplus money.*—Surplus moneys of the funds of the Board or of any loan raised under the Act may be deposited with the Imperial Bank of India, or with such other Bank or Banks as may be approved by the State Government, or may be invested in public securities or any of the securities specified in section 20 of the Indian Trusts Act, 1882, or in debentures of the Prince of Wales Museum of Western India.

(2) The Board may, at any time, withdraw any such deposit or dispose of any such securities or debentures and may, in accordance with the provisions of sub-rule (1), redeposit or invest the money so withdrawn or deposit or reinvest the proceeds of the disposal of such securities or debentures.

8. *Investment of sinking fund money.*—Sinking fund moneys may be invested in public securities or in any of the securities specified in section 20 of the Indian Trusts Act, 1882, or in debentures of the Prince of Wales Museum of Western India.

9. The Museum shall in ordinary circumstances be open to the public every day of the year except Mondays, when it shall be closed for cleaning and except on Good Friday and Christmas Day. It shall, however, be kept open on such Mondays as are Gazetted public holidays.

10. Any part or whole of the public galleries may at any time required, remain temporarily closed to the public on account of repairs, arrangemet of exhibits or any other Museum work.

11. The Museum will ordinarily be kept open to the public from 10 a.m. to 6-30 p.m. from March to May ; from 10 a.m. to 6 p.m. in February and from June to September and from 10 a. m. to 5–30 p. m. from October to January.

12. Admission shall be free on all open days except Tuesdays and Thursdays, when an admission fee of two annas per person shall be charged.

Note :—The Trustees shall have discretion to exempt mofussil students from payment of the admission fee on Tuesdays and Thursdays.

13. Visitors are to be decent and orderly in their appearance and behaviour. The officers shall have powers to exclude all disorderly persons, or cause them to withdraw.

14. No smoking, eating or pan-chewing can be permitted in the public galleries of the Museum.

15. Visitors on entering the Museum shall hand over their umbrellas, sticks and similar articles to the attendant at the counter, for custody. The said articles shall be returned to the owners when leaving the Museum. Any article objectionable from the point of view of the Museum shall not be received for custody from any visitors, nor shall he be allowed to take it into the Museum with him.

16. Dogs are not allowed in the Museum.

17. Visitors shall leave their cameras in the custody of the attendant at the counter of the Museum. No sepcimen in the Museum shall be photographed or mechanically reproduced by visitors in any manner without the previous permission of the Officer concerned. Ordinary sketches or drawings of the exhibits, copies of inscription, may, however, be made by visitors but the same shall not be published by visitors without the previous sanction of the Trustees of the Museum.

18. Visitors shall not offer any fees or gratuities to any servant of the Museum. Any servant of the Museum found asking for or taking any fee or gratuity shall be liable to such punishment as the authorities concerned or the Trustees may decide upon.

18-A. Notwithstanding anything contained in rule 18, the provisions of rules 351 354 and 360 of the Bombay Civil Services Rules shall, so far as may be, apply to the Curator of the Archaeological Section, subject to the modification that the powers exercisable by the State Government under the said rules in respect of Government servants shall be exercisable by the Board in respect of the said Curator.

19. Complaints or helpful suggestions, if any, may be made by visitors at the Secretary's office.

20. At times when the Museum is closed to the public the officers of the Museum may admit any student or visitors under special circumstances.

21. Visitors shall not pluck flowers nor in any way damage plants or any structure in the garden or grounds of the Museum.

22. Visitors committing nuisance in any part of the compound of the Museum shall be liable to prosecution.

23. Visitors are not allowed to sleep in the Museum grounds nor hawkers to enter the compound for vending their wares to visitors.

24. Very young children are to be in charge of a responsible person when in the Museum or the garden.

25. Visitors are not allowed to bring dogs into the garden except on leash.

26. The sand-pit in the garden shall be open to unobjectionable children only. No nuisance shall be committed by children in or around the sand-pit.

27. The garden shall be opened and closed to visitors, before and after the opening and closing of the Museum at the discretion of the Trustees.

28. Visitors will not be admitted to any part of the Museum grounds marked as " Private " or " No Admission ".

29. The Trustees are empowered to sanction all original works and special repairs and approve estimates for the same, provided, however, that they shall obtain the approval of the State Government to the general design and specifications in the case of major works relating to extensions, structural alterations, or new structures. They shall sanction the purchase of exhibits and approve their prices; sanction the write off of the amounts of losses; sanction the creation of all permanent and temporary posts; make appointments to the higher posts of the Museum staff and grant leave to the officers holding the higher appointments; and punish, suspend, discharge and dismiss these persons.

30. The Chairman may sanction all original works and special and current repairs and approve estimates, and purchase of exhibits, not exceeding Rs. 500 in any one case; sanction expenditure in excess of Rs. 100 up to a limit of Rs. 500 at one time, under any item provided for in the Budget; sanction the write off of the amounts of losses up to a limit of Rs. 100 in any one case; sanction the appointment of permanent and temporary subordinate staff and grant leave to incumbents; and punish, suspend, discharge and dismiss these persons.

31. The Chairman may arrange investments of surplus funds of the Board at his discretion in accordance with rule 7, showing such investments in the monthly statements of accounts to be passed by the Trustees at their meetings.

32. The Heads of Departments, and the Assistant Curator of the Art Section subject to the approval of the Curator of that Section, may sanction expenditure not exceeding Rs. 100 on any one item provided for in the Budget estimates of the Departments; make appointments to the posts of inferior servants and grant leave to the inferior staff; and punish, suspend, discharge and dismiss these persons.

33. The Trustees may make a lump sum permanent advance up to a limit of Rs. 500 to each of the Heads of Departments against the Budget provisions, to meet expenditure under rule 32.

34. The Trustees shall follow *mutatis mutandis* the rules followed by the State Government as they exist from time to time in respect of leave, acting and leave allowances and travelling allowances, subject to any orders of the Trustees of a general or special nature.

35. Every subscriber to the provident fund which may be established by the Board for the benefit of the officers and servants employed by it shall subscribe monthly to such fund at such rate as the Board may prescribe and the Board shall, every year on the 31st day of March, contribute to the account of each subscriber an amount equal to the amount contributed by the subscriber.